

Memorandum

TO: Distribution List
FROM: Bryan Tippie, Budget Director
DATE: February 27, 2007
Re: Minutes of the February 8, 2007 Finance Committee Meeting



Committee Members present: Mr. Ray Graham

The Finance Committee met on February 8, 2007, at 9:00 a.m. in the Warren Green Building, 2nd Floor Conference Room at 10 Hotel Street. This document reflects the official minutes of that meeting.

Joint Work Session

The FY 2008 School Division Budget, Health Insurance Budgeting Agreement and Capital Transfers were discussed at the Joint Finance Committee Work Session between the County and School Division.

Finance Committee Meeting

County Treasurer's Report: The Treasurer's Report was available for the Finance Committee's review.

County Attorney's Report: Jeanette Irby, presented the County Attorney's Report for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were considered for forwarding to the Board of Supervisors for their action unless otherwise noted.

FY 2007

1. Finance and Human Resources - \$18,750

\$18,750 from Vint Hill was approved for appropriation to the Finance Department for \$9,375 and Human Resources Department for \$9,375 for services provided by these departments to Vint Hill.

2. Sheriff's Office - \$7,347

- a. \$1,336 from Insurance Reimbursement was approved for appropriation to the Sheriff's Office for the repair of a wrecked motor vehicle.
- b. \$5,011 from State Share of Forfeiture Proceeds was approved for appropriation to the Sheriff's Office for drug enforcement.

3. Social Services - \$15,470

\$15,470 from Federal Funds was approved for appropriation to Social Services for rent at their office at 70 Main Street.

4. Warrenton-Fauquier Joint Communications Center (WFJCC) – \$19,812

\$19,812 from WFJCC telecommunications budget was approved for appropriation to Information Technology for telephone expense payment.

5. Parks and Recreation - \$5,116

\$5,116 from the Larry Weeks Swimming Pool operational revenue was approved for appropriation for concession pool expenses.

6. Armory - \$4,950

\$4,950 from State Funds was approved for appropriation to General Services Comprehensive Maintenance where the expenses were actually paid.

7. County Administration - \$380,318

\$380,318 from Mellon bond interest earnings was approved for appropriation to the Northern Sports Field Complex for the project's related expenses.

8. Budget Office - \$34,000

\$22,000 from Fire and Rescue Association, \$2,000 from Fleet Maintenance and \$10,000 from Environmental Services telecommunications budget were approved for appropriation to Information Technology for telephone expense payment.

Transfers:

1. Finance - \$1,859,292

\$1,859,292 from inactive Utility Fund Projects was transferred to the Utility Fund Contingency.

2. Budget Office - \$44,293

\$44,293 (10%) from General Fund Department Temporary Salary lines was approved for transfer to the Non-departmental Salary Reserve. This action is to mitigate a revenue deficit for the current year.

Regular Agenda

Supplemental Appropriations:

FY 2007

School Division - \$3,022,882

\$3,022,882 from FY 2006 School Carryover Funds was approved for appropriation to the School Division for their one time requirements.

Transfers:

FY 2007

1. General Services - \$405,976

- a. \$327,233 was approved for transfer from the Operations Division to the Maintenance Division for expenses associated with the General Services reorganization.
- b. \$78,743 was approved for transfer from Operations to Buildings and Grounds Division for expenses associated with the General Services reorganization.

2. School Division - \$272,239

- a. \$27,675 in Capital Funds was approved for transfer from the completed Pearson Roof project to the Capital Fund School Sewer System Project.
- b. \$69,266 in Capital Funds was approved for transfer from the completed Cedar Lee HAVAC and Roof projects to the Capital Cedar Lee Media Center Project.
- c. \$175,298 in Capital Funds was approved for transfer from the completed Student Lockers and High School Track & Tennis Court projects to the Capital FHS Greenhouse Project.

3. Board of Supervisors - \$2,040

\$2,040 from the Contingency Reserve was approved for transfer to the Virginia Transportation Association (VRTA) to maintain 25 hours of service weekly for Fauquier County citizens this year.

4. Finance - \$10,000

\$10,000 from the Contingency Reserve was approved for transfer to the Independent Auditor of audits for two (2) Fire & Rescue Companies, Catlett and Cedar Run.

De-appropriations:

1. Environmental Services - \$42,936

\$42,936 in a de-appropriation was approved from Adult Court Services to Environmental Services for the Litter Control Program. This action was to correct a duplication of appropriations.

2. Budget Office - \$22,257

\$22,257 in a de-appropriation was approved from Fire and Rescue Association's (F&RA) Contingency to F&RA's Fund Balance.

Comments:

1. Finance: Vivian McGettigan, Director of Finance

- a. Health Insurance – Health insurance costs for January increased 11.4% over the same period in the prior year by 11.4%. The average monthly expenditure for FY 2007 is \$1,138,636.

2. Budget: Bryan Tippie, Budget Director

- a. Revenue Report – The Revenue Committee will meet on Wednesday, February 14, 2007. There has been no change from the last report.
- b. Budget Adjustment Guidelines – Two changes were made to the Budget Adjustment Guidelines:
 - (1) Inter-departmental Transfers: The County Administrator is the approval authority for inter-departmental transfer requests above \$6,001.
 - (2) Capital Improvement Program (CIP) Fund: All projects within the CIP having no activity within an 18 month period will be identified and brought forward to the County Finance Committee for review. If there is no justified reason for inactivity, the account will be closed and the remaining funding transferred to the appropriate construction reserve, County or School. The funds will be available for other capital needs as determined by the Board of Supervisors.

**The next Finance Committee Meeting will be
March 8, 2007 at 10:00 a.m.**